



## Person Specification – Inclusion Support Advisor

	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• At least 5 GCSE qualifications at grade C or above including English and Maths (or 'O' level equivalent).</li> <li>• A relevant qualification and/or experience in the field of education, social work/social care and/or community work.</li> <li>• Hold a certificate for, or be willing to undertake training in counselling skills</li> <li>• Hold a certificate for, or be willing to undertake training in Parenting Education</li> </ul>	<ul style="list-style-type: none"> <li>• Team Teach trained</li> <li>• Safeguarding Certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• certificates</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of inclusion and associated work in schools</li> <li>• Experience of supporting families or individuals</li> <li>• Experience of work with children</li> <li>• Experience of group work with adults or children</li> <li>• Experience of working with other agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of interagency work</li> <li>• Experience of acting as a safeguarding lead</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively with parents and professionals</li> <li>• Ability to work on own initiative, to plan and to evaluate</li> <li>• Flexible, responsive style of working</li> <li>• Ability to be supportive and non-judgemental</li> <li>• Ability to work within Child Protection guidelines</li> <li>• Ability to maintain professional boundaries</li> <li>• Ability to manage a complex workload</li> </ul>	<ul style="list-style-type: none"> <li>• Counselling skills</li> <li>• Have completed a relevant course of further education and show a commitment to lifelong learning.</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• References</li> </ul>

<p><b>Personal Attributes</b></p>	<ul style="list-style-type: none"> <li>• Have good people skills and an ability to communicate well and have empathy with family needs.</li> <li>• Have the ability to deal with sensitive issues in a professional manner</li> <li>• Understand the need for confidentiality when appropriate and to ensure clear and sensitive communication with parents/carers.</li> <li>• The ability to liaise with school staff and other agencies keeping them informed of progress made in respect of specified children.</li> <li>• The ability to work as part of a team and participate actively in staff meetings and training and contribute to the development of the Home/School Link service in school.</li> <li>• The ability to priorities and plan work and to work on own initiative and without day-to-day supervision</li> <li>• Efficient recording and report writing skills and computer literate</li> <li>• Be able to undertake home visits or school work in the evenings.</li> <li>• Experience of working with disadvantaged children and families in the community.</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• References</li> </ul>
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